

Field Experience

Introduction

Jazan University has approved a field training program in the government and private sectors, which is recognized and known as one of the strategies of constructive knowledge cooperation with the business market. The field training program is a prerequisite for graduating from some programs in different majors. The program extends for varying periods according to internal regulations of the college which allow students to apply knowledge and skills gained during the years of study in the college. This is achieved under the supervision of specialists in different majors.

The university has been careful that the field training program follows the international standards, observes the standards of the national qualifications' framework and satisfies the academic accreditation standards of the National Commission for Academic Accreditation and Assessment (NCAAA). Also, the university ensures that students complete the field training program smoothly, and the faculty members are able to supervise and evaluate the program properly. This guide has been prepared for the purpose of introducing the required laws, regulations and procedures as well as important dates in the field training.

Field Training Unit (and Privilege Training)

A field training unit is established in each college of the concerned colleges with field training, which as an extension of the office of Vice Dean of Academic Affairs (Vice Dean of Clinical Affairs). The unit deals with field training students starting from providing training opportunities in coordination with government and private sectors, to acquiring approvals of training applications, and assigning students to their training sites and following on their progress. Furthermore, it prepares training reports in coordination with the academic departments, and

provide each academic department/program with the required information for students among other relevant services.

Vision

Leadership in the field of training that is aligned with the business market and international standards

Mission

Building excellent partnerships in-field training between the university and the training destinations to prepare the student for excellence in professional life by selecting specialized training partners who have capabilities and distinguished programs that ensure practical application of the theoretical knowledge that they acquired from the university academic programs and linking it to the work-life reality and the need of the business market.

First: Field Training Regulations

Article (1)

Unless the context otherwise suggests, the following terms, wherever stated in this Manual, shall have the meanings assigned to them below.

Kingdom: Kingdom Saudi Arabia

University: Jazan University.

College: the college concerned with the field training

Department: Academic department in the concerned college of the field training.

Dean: Dean of the concerned college of field training.

Unit: The field training unit of the college, which is an extension of the office of Vice Dean of Academic Affairs and which the responsibility of the coordinator of the college training unit.

Committee: Field training committee supervising the field training in the college, which includes faculty members, field training coordinators in departments/academic programs, the coordinator of the training unit in the college; and is part of the organizational structure of the college. The committee undertakes matters related to field training for students such as endorsements of approved training requests, providing training opportunities, and assigning students to their training sites and following on their progress, as well as preparing training reports in coordination with the academic departments, and providing each academic department/program with the required information for students among other relevant services.

Unit coordinator: A faculty member assigned by the dean to supervise the field training unit in the college and is affiliated with the college Vice Dean for Academic Affairs.

The training coordinator in the department/program: a faculty member assigned by the head of the department to supervise the field training in the department/program and is affiliated with the head of the academic department and who corresponds with the coordinator of the field training unit in the college in all matters relevant to field training

The training supervisor in the department: a faculty member assigned by the department to supervise the training students and monitor the field training during the training period

Training: Field training for college students involved in-field training

Trainee: A student who meets field training requirements

Potential Graduate: A student who is expected to complete all grade requirements in the semester currently enrolled in.

Deleting training: deleting the student's name from the lists and trainees without any disciplinary procedures.

Cancellation of training: The student's training is not counted, and his/her name is not removed from the training registration and lists as a result of infraction committed by the student before or

during or after the field training. The student's record will also retain the subsequent administrative procedures for his/her grade, evaluation of the field training and the implications thereof when the student applies to a future training.

Article (2)

Field training is compulsory for all students within a college concerned with field training who are registered to obtain bachelor's degrees in such college. The college provides training opportunities for students. The student may obtain a training opportunity within the Kingdom or abroad based on the approval of the committee.

Article (3)

The field training aims to provide the student with practical skills in his/her major through training in institutions or public or private companies in his/her specialization. Also, the field training aims to market the learning output in departments/academic programs while the student has the opportunity to obtain a promise of employment from the training institution.

Article (4)

The student is allowed to apply for training after completing a certain number of units as specified by the concerned college council for field training and according to the approved plan for the department/program. The training starts according to the following conditions:

- 1- Obtaining prior approval from the committee on the registration application form and the field training undertaking form.
2. Registration of the field training course according to the number of units required for field training in the study plan of the department/program/college.
- 3 - The student may not register any course in along with field training, and the training is canceled if this condition is violated violation.

Article (5)

The duration of training inside or outside the Kingdom should not be less than eight continuous weeks and the daily training hours should not be less than seven hours. Student training is not accepted if these conditions are not met, except for those who have a fixed training program approved by the committee in the department/program/concerned college with field training provided that the training period is continued and is not segmented in any way. The student must inform the committee of any change in the training plan before or during the training.

Article (6)

The student submits a request for field training according to specific procedures set by the department/academic program. The field training request is processed. The potential field training student completes specific procedures according to the set schedule and according to the three training stages mentioned in the field training stages in this guide.

Article (7)

The field training committee of the college provides field training for students under the supervision of the Vice Dean of Academic Affairs. Each student is nominated in the field of his specialization, observing what is stated in **Article 6** and taking into consideration the following:

- 1- Reviewing the lists of the training destinations of the committee for the previous year and it is permissible to add/delete some parties based on the recommendations the training supervisors in the department/program or those of the committee.
2. Contacting field training destinations approved by the committee which represented by the coordinator of the training unit in the college, and completing the procedures for approval by the dean or his/her deputy attaching the required forms. The number of training opportunities is distributed among the academic departments based on need and request of the training destinations in coordination with the Vice Dean for Academic Affairs. The coordinator of the

training unit in the college corresponds with the director of the college administration under the supervision of the Vice Dean for Academic Affairs, addressing and following up on correspondence with field training destinations and provides the committee with the results and arrangements of the field training.

3 – Submitting lists of trainees to training field parties ample time before the start of the field training and notifying the training destinations of any changes that may occur.

4. The student registers the field training as a course according to his/her study plan. The responsibility of the training coordinator in the department/academic is to coordinate with the college registrar to ensure that the requirements apply to registered students for field training and review the lists with the Vice Dean for Academic Affairs to verify that students are eligible for registering field training and to prevent students from adding any other courses to the field training as prescribed in **Article (4)**.

Students who wish to train with specific parties and provide their training opportunities must observe the following producers:

1-The student submits a request to the field training coordinator in the department/academic program indicating his/her desire to train in a specific training destination and including its basic information and approval of training. A letter is then issued to the proposed training destination. The student has to bring a letter of final approval for the training and details of the training plan.

2- The training destination is addressed by the coordinator of the training unit at the college, attaching the forms required to be filled by this party.

3. The student is not directed to the training destination until after receiving the written approval of the party, the relevant data, and training program after which the dean issues a letter attaching the training plan to training destination. This must be filed and approved by the training destination.

4. The training committee may not approve such training opportunities in any of the following cases:

A. No prior coordination with the committee

B- If the number of opportunities which is obtained by the committee is sufficient for all students, or if the student self-obtained opportunity negatively affects the relationship of the committee with parties who have indicated their desire to provide training for the students.

C – If the student proposed training destination is not suitable for field training due to its limited capabilities or trainee's saturation.

Article (8)

It is not permissible to change the place of training approved without providing cause or prior written approval of the department/academic program in coordination with the coordinator of the training unit at the college and under the supervision of the vice dean for academic affairs and the approval of the dean.

Article (9)

In the case of competition among the students for training in a particular training destination, nominations are made based on a points system to be established by the committee that takes into account a student GPA, number of acquired points in his/her study plan, place of residence in addition to any other standards that the committee includes.

Article (10)

The training does not entail any financial, visa or travel expenses commitments on the parts of the program/department/college/university.

Article (11)

A counseling meeting is held for the students enrolled in the field training in the semester before the field training semester that includes:

- 1- A speech by the college dean or on his on the importance of field training.
- 2 - A lecture by the committee and the heads of concerned departments about the importance of the field training program, its instructions and forms required by the training destination or the trainee student, as well as an explanation of the system for evaluation and field training results approval.
- 3 – Opening the floor for discussion and providing answers to trainees questions.
- 4 – Handing out required forms to be filled out by the students, the training supervisor or the training destination.

Article (12)

The trainee student must be present during the period of field training. In case of absence, one of the following actions will be taken against him:

1. It is not permissible for the training student to be absent for more than five (5) consecutive days at any given time other than the beginning of the training. The student will be marked as deprived in case of violation and failure to produce excuses acceptable by the committee.
2. It is not permissible for the training student to be absent for more than ten (10) nonconsecutive days. The student will be marked as deprived in case of proven violation and failure to produce excuses acceptable by the committee. If the student excuses are accepted, the training committee may take the appropriate measures to lift the deprivation according to the producers of the deanship of admission and registration at the university.

Article (13)

The student is responsible for following training procedures and commitment to field training instructions in coordination with field training supervisor in the department/academic program which monitor the student during the field training and ensure the delivery of the field training forms from and to the training institution.

Article (14)

During the field training, a trainee must be committed to:

- 1- Attending training from the first day of the training program
- 2 - Observing the full daily training hours asset be the training destination
- 3 - Accepting the directions and guidance of the training supervisors at the training destination
- 4 – Observing the field training program prepared by the training destination
- 5 - Observing the security and safety measures at the training destination
- 6 - Cooperation with the staff of the training destination and the implementation of what is required with regard to training standards
- 7 – Safeguarding the properties of the training destination and handling them with due care and responsibility
- 8 – Preserving revealed trade secrets of training destination and observing to professional ethics
9. Corresponding with the training supervisor in the department/program regarding problems during training
10. Taking notes of field training activities, documenting training reports and taking photographs of the training (observing the policies of the field training destination in this regard) and preparing the final training report in coordination with the training destination.

Article (15)

In no more than two weeks after the end of the training, the student must,

1. Submit all original forms of field training completed and signed by the field training supervisor.
- 2 – Submit the Trainee Evaluation form stamped from the training destination in an enclosed envelope addressed to the training supervisor in the department/academic program.
- 3 - Submit the original copy of the trainee weekly follow-up report form that includes student performance evaluation and the problems that he/she encountered to the training supervisor in the department/academic program.
- 4 – Submit the training report according to the approved form to the training supervisor in the department/program.
5. Observe the set deadlines by the training unit and follow on the particular procedures in the departments/academic programs to acquire the field training approval.

Article (16)

Field training is evaluated as follows:

SN	Evaluation	(100 degrees)
1	Department/program committee evaluation of student field training report	25
2	Department/program committee evaluation of the student's presentation on his/her field training.	25
3	Training destination evaluation if the student in the training destination evaluation form	25
4	The training supervisor evaluation during the field training	25
Total grade		100

Article (17)

The decision to approve the field training of the students is issued by the committees in the departments/academic programs in order to review the students who completed the field training in the previous semester and report their results to the Deanship of Admission and Registration to be uploaded after being approved by the training supervisor and the dean of the college or his/her representative within a period not exceeding two weeks from the beginning of the semester that follows field training semester. The committee is notified about graduate students before the start of the training to coordinate submitting the field training report, the students' presentations and the finalization of the training procedures before the official graduation date.

Article (18)

Tasks of the head of the field training committee:

- 1- Implementing the field training regulations and working according, reviewing the field training instructions, recommending changes as needed, reporting the committee's recommendations to Vice Dean for Academic Affairs and the college council for approval
- 2 - Evaluation of the technical qualities of the training destinations and providing training opportunities with and prioritizing excellent ones and correspond with the training coordinator of the college unit in this regard.
3. Coordinating with academic departments/programs to nominate faculty members as supervisors and monitors for the field training in coordination with the college dean and training destination.
- 4 – Participating in the counseling meeting lecture on-field training and sending training assignment letters to training destinations as well as inviting training destinations representatives to participate in the meeting in coordination with the training unit and the college dean (**Article 11**).

5. Coordinating with the field training supervisor in the departments/academic programs to overcome obstacles to field training
- 6- Coordinating with the field training supervisor in the departments/academic programs to evaluate and review the problems in the field training
- 7 – Filling the NCAAA form for field training specifications and having it approved by the head of the academic department and the Vice Dean for Academic Affairs, and archiving it in-field training file at the quality and accreditation committee in the department/academic program. This file is updated using the latest versions of the NCAAA form or whenever the college decides to modify its field training specifications.
- 8 – Approving the field training results from the college dean/council and sending them to the Deanship of Admission and Registration to be added to the student's records
- 9 - Filling the NCAAA form for the field the training report at the end of field training and having it approved by the head of the academic department, and archiving it in-field training file at the quality and accreditation committee in the department/academic program to be updated using the latest versions of the NCAAA form.
10. Provide the training committee with information about training destinations
11. Provide training supervisors in the departments/academic programs with student assessment forms and student lists, indicating the names of the students, their majors, the training destination and means of communication with the students/training destinations.

Article (19)

Tasks of the field training supervisor during the training period:

1. Ensure that the training program is suitable for the students during the training period.
2. Implementing the field training regulations, reviewing field training instructions, recommending changes and giving recommendations to the committee for reviewal.

- 3 - Answer inquiries from the training destination/students about the training, its regulations and the required forms by the training destination.
- 4- Provide advice and academic guidance to the student during the training period.
5. Coordinating with the training destination to ensure that the student is committed to attendance and contacting the concerned party in writing if the student is absent for more than the specified period (**Article 12**).
6. Fostering the good relationship between the training destination and the department/academic program in a way that benefits the training.
- 7 - Submitting the training supervisor evaluation grades during field training (25 points) to the field training committee within one week after the end of the training period (**Article 16**).
- 8- Coordinating with the students' results review committees after the training, and evaluating their work according to the applicable rules in this regard (**Article 16**).
- 9 - Monitoring students to confirm their numbers, training destinations and start/end dates of training.
- 10 - Requesting changes to students training location in cases of emergency in written coordination with the training unit of the college.
- 11 - Calculate the teaching load for the supervisor by two hours for each training group. It is left to the college to determine the number of students in each group.
- 12- Providing recommendations for the committee about training destinations, majors available to them and the appropriate numbers of students for each one as well as working to improve the field training based on the views of the training destinations.

Article (20)

The college dean or his authorized representative may exempt from these articles as required by the training interest.

Article (21)

These articles are reviewed every two years based on feedback on the improvement of field training.

Article (22)

These articles are modified and approved based on the recommendations of the college council.

Second: Field Training Procedures

First stage: before the field training

The potential training student must commit to completing the following procedures in accordance with the timetable set by the college council.

Semester before the beginning of field training

1 - Attend the counselling meeting

The student who meets the conditions for the field training and has acquired the number of credit units required by the college council as a condition to register for the field training must attend the counselling meeting held at the college. The counseling meeting presents the components of the field training and required forms. The attendance of the students for this meeting is documented as part of the field training attendance, and the absence from this meeting is counted towards the number of missed days on the student attendance record.

2 – Providing Contact Information

The student must provide/update his/her contact information with the field training committee and activate his/her university e-mail as the means of communication between the student and the

committee through. This is done through the student online university account on the admission and registration system. The student has full responsibility for checking his/her e-mail before, after and during field training.

3. Filling the field training forms

The student is required to fill out the field training registration forms with the training coordinator in the department/academic program (the field training registration form and the field training commitment form).

Fifth week - Twelfth week

1- Observing the field training instructions

The student must follow the field training instructions and the instructions of the training unit in the college via his/her university e-mail.

2 - Registering for field training at a private training destination

The student who wishes to undergo field training at a chosen field training destination must contact such party on his/her own and acquire a training approval letter addressed to the dean. He/she must also complete the field training forms in coordination with the chosen field training destination. (approval of field training destination, the training plan form approved by the training destination and academic department/program at the college provided that the forms are signed and stamped with the seals of the concerned parties and handed to the training supervisor in the academic department/program.

Second stage: during the field training

The student enrolled in the field training must complete the following procedures according to the time limit set by the college council.

First week of the field training

- 1- Filling out and approving the field training reporting form from the field training parting and submitting it in person to the field training supervisor in the academic department/program or by e-mailing it to the field training address in the academic department/program.
- 2 - Submitting the attendance form, weekly performance and the evaluation form of the training destination to the training supervisor at the field training destination.
- 3-Filling out and submitting the trainee progress form to the field training supervisor in the academic department/program every week and no later than the end of Saturday of each week through the academic department/program field training e-mail address (student weekly progress report form).

Eighth week of the field training

- 1 - The student must submit the field training report on the form prepared by the department/academic program in MS Word format and prepare an MS PowerPoint presentation on a CD according to approved report writing instructions of training committee at college.
- 2 - The student must provide the origins of the attendance form, the weekly performance form, and the training evaluation form signed and sealed by the training supervisor at the training destination and submit these to the training supervisor in the academic department/program in the enclosed envelope.
- 3-The student must observe the deadlines for submitting all field training materials, including forms for the field training supervisor in the academic department/program. He/She is responsible for taking note of all relevant deadlines announced by the academic department/program.

Third stage: after the field training

The first week of the semester following field training semester

A-The student

The student must submit these forms to the field training coordinator in the academic department/program:

- 1-Trainee evaluation form by the training destination (original signed and sealed).
2. Attendance form and weekly evaluation for field training (original signed and sealed).
- 3- The field training report on the form prepared for this by the field training committee at the college. This is to be submitted as a hardcopy as well as a softcopy in MS Word format and MS PowerPoint presentation on CD-ROM bearing the student name, student ID number and training destination.

B- Field training coordinator in the academic department/program

1-The field training coordinator in the department/academic program and the head of the department must form student review committees that set the dates and venues for review send these to the students' e-mails and the field training unit announcement board at the college. Each member of the committee evaluates the student through a form prepared for this purpose (Final evaluation form for field training in the department).

2-The review committees must submit to the committees the evaluation forms to the field training coordinator in the academic department/program. The field training coordinator calculates the students by adding the review committee points, the training destination points and the college monitoring points according to the following distribution:



Field Training Forms

Field training specification form (National Commission for Assessment and Academic Accreditation)

<http://deanships.jazanu.edu.sa/dev/Pages/Default.aspx>

Field training report form (National Commission for Assessment and Academic Accreditation)

<http://deanships.jazanu.edu.sa/dev/Pages/Default.aspx>

Field Training Wishes Form

Registration and Commitment to The Field Training Form

Field Training Reporting Form

Field Training Weekly Report Form

Performance Evaluation and Attendance Form

Student Field Training Performance Evaluation by Training Destination

Final Evaluation Form for Student Performance in The Field Training

Final Field Training Report Writing Form